

POST-AWARD MANAGEMENT OF FMPP GRANTS

Grant recipients are responsible for:

- Monitoring the performance of all project activities, and ensuring that the work is completed within the established time frame.
- Contacting the FMPP office 60 days before the grant's expiration date to request a no-cost time extension if for any reason the project cannot be completed within the established time frame. A letter from the grantee briefly explaining the need for the extension and specifying a new ending date is required.
- Ensuring that FMPP funds are used only for activities covered by the approved project and workplan.
- Ensuring that proper accounting procedures are followed.
- Sending FMPP a copy of any contract or secondary agreement relating to the project.
- Submitting 6-month progress reports and, no later than 90 days after the expiration of the grant agreement, submitting a final report summarizing findings and accomplishments. (For further details, see next section, "Reporting Requirements for Awarded Grants.")
- Submitting quarterly financial reports (Form SF-270) and, no later than 90 days after the grant expiration date, submitting a final financial report (Form SF-269A, or in cases where program income is involved, Form SF-269).